

Putnam County Reassessment Department
Division of the Assessor
Putnam County Courthouse
1 Courthouse Square, Rm. 10
Greencastle, IN 46135

January 21, 2008

Cheryl Musgrave
Department of Local Government Finance
Indiana Government Center North
100 North Senate Avenue N1058 (B)
Indianapolis, In 46204

Dear Cheryl,

The Reassessment Office, Division of the Assessors Office, is sending this letter for your review on Putnam County's process for adjusting our values annually.

Putnam County is a rural county. Our county has four separate school districts. Each school district has its own superintendent along with their supporting personnel.

DePauw University is located in Greencastle City and owns a large quantity of parcels. This has an adverse effect on the apartment income with students not allowed to live anywhere but on University property.

Interstate 70 runs through the far southern part of the county near the town of Cloverdale. This has little to no effect on the town. We have two exits off the interstate. The largest exit at State Road 231 has two Convenient Market/gas facilities (one a Truck Stop), seven fast food establishments, and five overnight sleeping facilities. Several businesses at this exit have closed and been replaced with other businesses in the past three years. One of the problems is due to not enough clientele for the area to keep them established even with the Interstate.

The second exit at State Road 243 has a Convenient Market/gas facility.

We are presently looking into the new GUTS program. This comes about by all the problems with the PROVAL/MANATRON program. Some of the problems are not being able to see past history, not being able to do splits in the future year but having to hold them for the year until we have sent the assessments to the Auditor, general problems with the program itself, service, being charged for updates mandated by the State, and though we pay a service fee being told there is a charge if we need them to do something for us along with not having training on updates other than the internet.

Along with the GUTS program we are looking into the fee involved to update the cost tables with the Marshal & Swift Tables and using the services of Tim VanKirk's program Income Approach for Commercial Properties.

Following is an overview of the various classes of property and the process we are using to upgrade the quality and equity of the assessments. The summary sheet shows the statistics for each Township by property class. Sales were sufficient for each Township residential improved class and for Greencastle Townships residential vacant. All other Townships were grouped for analysis. Greencastle and Cloverdale Townships are the only Townships with over 25 parcels of commercial and industrial improved and vacant parcels. These two classes were grouped due to the lack of industrial sales and because the two markets run the same according to local experts. The improved class of each category was raised 6%.

RESIDENTIAL PROPERTY

Sales Disclosures - So far sheriff sales are not concentrated in any one area but vary throughout the county. When we receive the Sales Disclosure in our office a Residential Questionnaire about the sale goes out to the new buyer. We receive approximately 80% of the Questionnaires back in the office. If we do not receive the information back, we try to reach them by phone or mail if there is any real question we need to address.

Appeals - Putnam County has been able to work with the Taxpayer by them bringing us their Appraisals from the purchase of their property. In backing up this process we also use the MLS system along with any information we find on the Sales Disclosures.

MIBOR – The Metropolitan Indianapolis Board of Realtors is the MLS system used by our office for both Residential and Commercial properties.

Building Permits - New construction and remodel permits all come through the Reassessment Office for us to visit the property and make necessary changes.

Neighborhoods are being readdressed. We are finding we have to split out or bring like neighborhoods together with the Sales or Market playing a big part in the updating of these.

COMMERCIAL

We are in the process of several studies. One study is with the apartment buildings and other apartment rentals we have in the County. We have established an Apartment Questionnaire asking for information from the owners so we can establish vacancy factors and rents. A file of every unit with the number of bedrooms and rent information is being established and we are working with the owners of rental housing and apartments in establishing our GRM's and also market rents.

DePauw University established a ruling that their student body must live in University housing on Campus. (See attached ruling along with this letter taken from their Student Handbook). Since this happened we have seen a reduction in value to some older homes. Older homes that had been turned into 3 and 4 apartments and rented to students that went to the university are being greatly affected in their Market Value. Many single apartments thru out Greencastle are being affected by this also.

For our commercial/industrial we are setting up appointments with each so we can review our Property Record Cards.

Building Permits - New Construction permits are issued so that we are aware when a new commercial goes up and the property is visited. Using permits on new construction

as well as permits for updated electrical and plumbing make us aware of a change in use to the property. Putnam County also has in place an Economic Development program which helps us with questions about new commercial/industrial that come into our county.

In Putnam County we do not have a large turnover of commercial/industrial properties of any size. When a property does sell we contact them to establish what values were given for name, business, personal property, assets and any outside influence we are not aware of. Although this information is asked on the Sales Disclosure the new owner does not fill out the questions. Most of the time we find them helpful when contacted on a one on one basis.

We have seen large commercials leave our community in the past two years. Companies have gone bankrupt and others have relocated due to the amount of taxes they have to pay while others are moving out of the country. We have several commercial/industrial facilities that are sitting vacant.

Appeals - All commercial appeals are used to establish a data base of appraisals, cap rates and Gross Rent Multipliers. In our area we have several apartment establishments that are low income housing. These are handled individually working with the owners to establish what type of low income housing they are.

Campgrounds - There are several campgrounds that are open five to six months a year. We are presently starting to resend letters and questionnaires out to these trying to establish what if any marketable value has changed.

Sincerely yours,

Nancy Dennis, Supervisor
Reassessment Department
Division of the Assessor

Wanda O'Neal
Putnam County Assessor

cc: Barry Wood
Diane Powers LSA
Bob Sigalow LSA